



CALIFORNIA

Technician/AGR
Administrative
Instruction

National Guard Technicians - CAL NG Active Guard/Reserve

MILITARY DEPARTMENT

**P. O. BOX 269101
Sacramento, CA 95826-9101**

NUMBER

00-47

NO EXPIRATION DATE

3 November 2000

ARMY AGR REQUEST FOR ORDERS PROCESS

1. The purpose of this TAAI is to standardize the process and procedures for senior commands to request Army AGR personnel transactions, Request For Orders (RFOs) from the AGR Management Branch, Directorate for Human Resources. As a general rule, the majority of AGR requests received result in an individual order designed to: access, extend, transfer, promote, reduce, and/or duty qualify an AGR soldier. As such, each senior command must comply with the following guidelines designed to facilitate the most efficient and effective service from this headquarters to best service the needs of our AGR soldiers and the command.

2. Request for Orders (RFO): (Enclosure 1)

a. Accessions/New Hires. Upon board completion and selection, senior commands will submit RFOs, along with all board documentation, to the AGR Management Branch, ATTN: CAJS-HR-AGR, not less than 30 days prior to the effective date of orders. Upon submission, senior commands will ensure all documentation required by regulation for an AGR accession (i.e., Chapter 2 Physical, HIV, pregnancy test, and waiver request) is included, complete, and accurate. (If the soldier is non-MOS or branch qualified, the senior commands will include an ATRRS enrollment screen, specifically addressing MOS/branch qualification plan.) NCOs in the grade of E6 or higher, non-MOSQ, must also attach a Personnel Action (DA Form 4187) requesting administrative reduction to E5.

b. Tour Extension. Every AGR enlisted soldier is personally responsible to ensure their Expiration Term of Service (ETS) is updated and complete. AGR soldiers must submit completed Oath of Extension of Enlistment or Reenlistment (DA Form 4836) to this headquarters, ATTN: CAMP-SIB, to ensure coding in Standard Installation Division/Personnel System (SIDPERS), not less than 120 days prior to ETS. The AGR Branch will publish tour extension orders automatically, based on SIDPERS information. There is no need for AGR soldiers to send this office a copy of the DA Form 4836.

c. Personnel Transfers/PCS Moves. Senior commands will submit RFOs to the AGR Management Branch, not less than 60 days prior to the effective date of orders. Senior commands will ensure all RFO information is accurate, correct, and complete upon submission. If the soldier is non-MOSQ or branch qualified, the senior commands will include an ATRRS enrollment screen, specifically addressing MOS/branch qualification plan. Additionally, senior commands must ensure that a valid position vacancy exists (both full-time and MTOE/TDA) in their transfer request.

d. Promotions. Senior commands will submit requests for Enlisted Promotion System (EPS) selected promotions to the AGR Management Branch IAW Supplement 1 to Chapter 11, NGR 600-200, Annex G-1, as far in advance to projected vacancy as possible. The AGR Branch will notify all potential selectees utilizing the EPS Order of Merit List (OML). Transfers via EPS and promotion (if applicable) will be 60 days from the date of soldier's acceptance for the position. The AGR Management Branch will notify senior commands of the soldier's acceptance. The RFO is completed by the AGR Branch.

e. Reduction. Senior commands will request reductions to the AGR Management Branch IAW Chapter 11, Section XII, NGR 600-200, NLT 30 days prior to effective date of orders. Commands will submit all supporting documentation (i.e., counseling statements, Article 15, etc.), ensuring a complete and accurate packet.

f. MOSQ. Reference TAAI 99-29, 1 Aug 99, subject: Army AGR MOS Qualification Policy.

3. It is our goal to service senior commands in the most expeditious, efficient and effective manner possible. Accurate RFOs are required for accurate orders. Inaccurate RFOs submitted to the AGR Management Branch will result in annotating the discrepancy(s) on page 2, in the "Reasons for Disapproval", section of the RFO and returning the request without action to the responsible senior command within 10 working days upon receipt, for completion. Senior commands will access and move soldiers only upon receipt of AGR transfer orders.

4. After AGR orders are published, the AGR Management Branch will send information to each senior command point of contact via normal distribution channels. Fax and e-mail will not be used as the orders distribution system by this headquarters.

5. Point of contact at this headquarters is LTC Jan Griffis at CAGNET 63403, DSN 466-3403, or commercial (916) 854-3403.

FOR THE ADJUTANT GENERAL:

Encls
as

JEFFREY D. STUARD
Colonel, CA ANG
Director for Human Resources

DISTRIBUTION:
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